



IDP Overview for Learners

Module 5: Manage Your IDP



Manage Your IDP

This module will review all of the activities involved in managing your IDP.

It includes information on:

- Starting Work on Activities
- Tracking Your Progress
- Following Up with Your Supervisor
- Revising Your IDP
- Preparing for Next Year
- Copying Your Goals into a New IDP





Start Work on Activities

Once you have submitted an IDP and it has been approved and activated, you will be able to:

- View or add notes to any of your activities
- View item details for SATERN offerings
- Request a schedule for instructor led SATERN offerings
- Register for scheduled SATERN offerings
- Launch SATERN online content
- Track your progress on any of your activities





Start Work on Activities (cont.)

For any activity in your IDP, you will be able to view and add notes about the activity. In the **View/Add Notes** section you can add details about the activity, such as program dates, contact information, etc.

Development Activities ▾	Type	Target Date	Priority	Status	Target	Current	% Complete	
Apply for NASA Leadership Development Program	External Activities (Activities Not in the Catalog such as OJT, Academic Courses, Conferences, Seminars)	1/14/2012		Not Started ▾			0.00	View/Add Notes Update Activity Status
COMMUNICATION SKILLS FOR LEADERSHIP	Catalog Item	1/14/2012	3	Not Started			0.00	View/Add Notes Launch content View Item Details
Emerging Trends in Leadership conference	External Activities (Activities Not in the Catalog such as OJT, Academic Courses, Conferences, Seminars)	1/14/2012	3	Not Started ▾			0.00	View/Add Notes





Start Work on Activities (cont.)

To view detailed information about any SATERN offering, click **View Item Details**. If you are ready to begin an online offering, click **Launch Content**.

COMMUNICATION SKILLS FOR LEADERSHIP	Catalog Item	1/14/2012	3	Not Started		0.00	View/Add Notes Launch content View Item Details
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Click **Launch Content** to begin a course.

Click **View Item Details** for full course details.

If the item is instructor led, then one of two buttons will display. You can:

- **Register** for a scheduled offering, or
- **Request Schedule** for an unscheduled offering.

APPEL-LIFECYCLE, PROCESSES, AND SYSTEM ENGINEERING	Catalog Item	1/14/2009	3	NotScheduled		0.00	View/Add Notes Request Schedule View Item Details
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Track Your Progress in the IDP

To track your progress, go to the **Your Current Development Plan** screen. You will see that your **Plan Status** is **Active/Approved**.

When you update your progress, your plan will automatically calculate your progress toward your goals.



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Your Current Development Plan

The details of this individual development plan are shown below. If this plan is currently Active, you may update the status of certain activities and view or add notes to this plan. If you have permission and the plan is revisable, choose the **Revise** option. To select another development plan, choose the **View Other Plans** option.

Systems Engineer

Plan Period: One year

Expiration Date: 1/14/2009 12:00 AM EST

Coach/Mentor: Nasa, Jane

Plan Status: Active/Approved

Approval Date: 2/29/2008 02:25 PM EST

Plan Purpose: To support a career shift to systems engineering

Version: 1 (This is the most recent version)

Effective Date: 1/14/2008 12:00 AM EST





Track Your Progress in the IDP (cont.)

The next three slides show you how to track progress on an **External Activity** with **no Target Value**. This means that the activity is not numerically measured.

SHORT-RANGE GOALS: 1 YEAR

Goal Name ▾	Target Date	Priority	% Complete	Related Competency	Current Assessment	Action
▼ Systems Engineering	12/31/2008	3	<div>0.00 %</div>	Systems Engineering (Level 1 Competency)	1 <div>(1)</div> 5	<button>View/Add</button>

Description:

Development Activities ▾	Type	Target Date	Priority	Status	Target	Current	% Complete	Action
APPEL-DEVELOPING AND IMPLEMENTING A SYSTEMS ENGINEERING MANAGEMENT PLAN	Catalog Item	12/31/2008	3	NotScheduled			0.00	<div><button>View/Add Notes</button> <button>Request Schedule</button> <button>View Item Details</button></div>
APPEL-LIFECYCLE, PROCESSES, AND SYSTEM ENGINEERING	Catalog Item	12/31/2008	3	NotScheduled			0.00	<div><button>View/Add Notes</button> <button>Request Schedule</button> <button>View Item Details</button></div>
Systems Engineering 101 Tutorial	External Activities (Activities Not in the Catalog such as OJT, Academic Courses, Conferences, Seminars)	12/31/2008	3	<div>NotStarted ▾</div>			0.00	<div><button>View/Add Notes</button> <button>Update Activity Status</button></div>

Save

Reset



Track Your Progress in the IDP (cont.)

The **Status** column allows you to select the level of progress you've made toward completing your activity. You can choose from three options: **Not Started**, **In Progress**, or **Completed**.

Be sure to save your edits when you are finished.

Development Activities	Type	Target Date	Priority	Status	Target	Current	% Complete	Action
APPEL-DEVELOPING AND IMPLEMENTING A SYSTEMS ENGINEERING MANAGEMENT PLAN	Catalog Item	12/31/2008	3	NotScheduled			0.00	View/Add Notes Request Schedule View Item Details
APPEL PROC ENGI				NotScheduled			0.00	View/Add Notes Request Schedule View Item Details
Systems Engineering 101 Tutorial	External Activities (Activities Not in the Catalog such as OJT, Academic Courses, Conferences, Seminars)	12/31/2008	3	<div>Completed ▼</div> <div>NotStarted</div> <div>InProgress</div> <div>Completed</div>			100.00	View/Add Notes View Learning History Update Activity Status

In the **Status** column, use the drop down menu to select a level of progress.

Click **Save**.

Save **Reset**



Track Your Progress in the IDP (cont.)

When you select a **Status** and click **Save**, the system updates your progress toward your goal.

SHORT-RANGE GOALS: 1 YEAR

Goal Name ▾	Target Date	Priority	% Complete	Related Competency	Current Assessment	Action
▼ Systems Engineering	12/31/2008	3	<div><div></div></div> 33.00 %	Systems Engineering (Level 1 Competency)	1 <div><div></div></div> 5	View/Add Notes

Description:

Development Activities ▾	Type	Target Date	Priority	Status	Target	Current	% Complete	Action
APPEL-DEVELOPING AND IMPLEMENTING A SYSTEMS ENGINEERING MANAGEMENT PLAN	Catalog Item	12/31/2008	3	NotScheduled			0.00	Request Schedule View Item Details
APPEL-LIFECYCLE, PROCESSES, AND SYSTEM ENGINEERING	Catalog Item	12/31/2008	3	NotScheduled				View/Add Notes View Learning History Update Activity Status
Systems Engineering 101 Tutorial	External Activities (Activities Not in the Catalog such as OJT, Academic Courses, Conferences, Seminars)	12/31/2008	3	Completed ▾			100.00	

[Save](#)

You are **33% complete** because 1 of your 3 activities is in **Completed** status.



Track Your Progress in the IDP (cont.)

The next two slides show you how to update progress on an **External Activity** with a **Target Value**. In this example, the activity is a development rotation that will last for 240 hours (6 weeks) and of which 40 hours have been completed.

SHORT-RANGE GOALS: 1 YEAR

Goal Name ▾	Target Date	Priority	% Complete	Related Competency	Current Assessment	Action
▼ Systems Engineering	12/15/2008	3	<input type="text" value="0.00 %"/>	Systems Engineering (Level 1 Competency)	1 <input type="text" value="5"/> 5 (1)	View/Add Notes

Description:

Development Activities ▾	Type	Target Date	Priority	Status	Target	Current	% Complete	Action
Development Rotation	External Activities (Activities Not in the Catalog such as OJT, Academic Courses, Conferences, Seminars)	12/15/2008	3	NotStarted	240	<input type="text" value="0"/>	0.00	View/Add Notes Update Activity Status

[Save](#) [Reset](#)

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Track Your Progress in the IDP (cont.)

This example uses hours as a measurement, but you could also use days, weeks, or months.

SHORT-RANGE GOALS: 1 YEAR

Goal Name ^	Target Date	Priority	% Complete	Related Competency
▼ Systems Engineering	12/15/2008	3	<div><div></div></div> 17.00 %	Systems Engineering (Level 1 Competency)

Description:

Development Activities ^	Type	Target Date	Priority	Status	Target	Current	% Complete	Action
Development Rotation	External Activities (Activities Not in the Catalog such	12/15/2008	3	InProgress	240	<input type="text" value="40"/>	16.67	<div>View/Add Notes Update Activity Status</div>

Enter the number of hours you have completed in the **Current** column.

Click **Save**.

The **% Complete** column updates automatically to reflect the percentage of the target value that has been completed.





Track Your Progress in the IDP (cont.)

There are two types of activities that you do not need to update manually:

1. **Catalog Items** in SATERN will automatically record completion
2. **External Activities** requiring a **NF-1735**: if you complete a NF-1735 to enroll or register for a development activity, the NSSC will record completion of your activity

When you complete a catalog item or an activity that requires a NF-1735, the activity will automatically be listed in your Learning History.





Follow Up with Your Supervisor

It's a good idea to meet with your supervisor about half-way through the year. Your mid-term performance review is an opportunity to do so. These meetings provide an opportunity to discuss:

- Your progress on your development activities
- Your satisfaction with the activities
- Any mid-year adjustments to your IDP



Revise Your IDP

If mid-course adjustments or changes are necessary, you can revise your approved IDP by:

- Going to the **Career** tab
- Selecting the IDP you wish to revise
- Clicking **Revise**

The screenshot shows the SATERN interface with the 'Career' tab selected. Under 'Development Plan', there is a section for 'Your Current Development Plan' for a 'Systems Engineer'. It lists plan details: Plan Period (One year), Expiration Date (1/14/2009 12:00 AM EST), Plan Status (Active/Approved), Approval Date (2/29/2008 02:25 PM EST), Version (1), and Effective Date (1/14/2008 12:00 AM EST). It also mentions a Coach/Mentor (Nasa, Jane) and a Plan Purpose (To support a career shift to systems engineering). At the bottom right, there are buttons for 'View/Add Notes', 'Revise...', and 'View Other Plans'. The 'Revise...' button is circled in green.

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Revise Your IDP

When you revise your IDP, the IDP will receive a new version number. All previous versions will remain, and you can view them by clicking [View Other Plans](#).

Also, when you revise your IDP, whether adding or removing goals or activities, you will be required to re-submit your IDP for approval.

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▪ **Development Plan** ▪ View Your Competencies

Your Current Development Plan

The details of this individual development plan are shown below. If this plan is currently Active, you may update the status of certain activities and view or add notes to this plan. If you have permission and the plan is revisable, choose the **Revise** option. To select another development plan, choose the **View Other Plans** option.

Systems Engineer

Plan Period: One year

Expiration Date: 1/14/2009 12:00 AM EST

Coach/Mentor: Nasa, Jane

Plan Status: Active/Approved

Approval Date: 2/29/2008 02:25 PM EST

Plan Purpose: To support a career shift to systems engineering

Version: 1 (This is the most recent version)

Effective Date: 1/14/2008 12:00 AM EST

View/Add Notes

Revise...

View Other Plans





Prepare for Next Year

It is never too early to start thinking about the next year. Prepare for further development by:

- Thinking about new goals that build upon the ones you have already set and achieved
- Being on the lookout for new learning opportunities
- Discussing your ideas with a coach or mentor
- Creating a draft IDP for the upcoming year



Copy Your Current Goals into a New IDP

If you would like to build on your current goals in the coming year, you can copy your goals into a new IDP by going to the **Career** tab and clicking **Create New Plan**.

Select the **Career** tab.

The screenshot shows the SATERN system interface. At the top, there are tabs: Personal, Learning, Career, Catalog, and Reports. The 'Career' tab is selected and circled in green. Below the tabs, there is a section titled 'Your Development Plans' with a list of plans. The first plan is 'Systems Engineer' with version 1, a one-year period, and an active status. To the right of the plan details are buttons for 'View IDP', 'Revise IDP', and 'Notes'. At the bottom right of the interface, there is a button labeled 'Create New Plan', which is also circled in green. A green arrow points from the 'Create New Plan' button back to the 'Career' tab.

Plan Title	Version	Plan Period	Plan Status	Effective Date	Approval Date	Expiration Date	
Systems Engineer	1	One year	Active/Approved	1/14/2008 12:00 AM EST	2/29/2008 02:25 PM EST	1/14/2009 12:00 AM EST	View IDP Revise IDP Notes

Click **Create New Plan**.

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Copy Your Current Goals into a New IDP (cont.)

You will enter your plan information as usual, but you will select the option to **Copy Goals from Plan**.

Plan Information

Learner: Nasa, Joe

* Plan Title:

Plan Period:

Plan Purpose:

Effective Date:

* Expiration Date:

Coach/Mentor: [Select Clear](#)

Copy Goals from Plan: ☐ [Select Clear](#)

Click **Select**.





Copy Your Current Goals into a New IDP (cont.)

A pop up window will appear and allow you to search by title for the plan you wish to copy.

Click **Search**.





Copy Your Current Goals into a New IDP (cont.)

The search results will bring up any plans that meet the search criteria. Select the plan you wish to copy.

Development Plan

[← Refine Search](#)

View Development Plan Results

Plan ID	Plan Title	Version	
58	Systems engineering	1	Select

Click **Select**.



Copy Your Current Goals into a New IDP (cont.)

You will be directed back to your plan information page, and the title of the desired plan should appear in the text box next to **Copy Goals from Plan**.

You can now add the new plan and make any modifications needed to update it for the new year. Your previous IDP will still be accessible in SATERN, even when it is no longer active.

Plan Information

Learner: Nasa, Joe

* Plan Title: Systems Engineering II

Plan Period:

Plan Purpose:

Effective Date: (MM/DD/YYYY)

* Expiration Date: (MM/DD/YYYY) 12/31/09

Coach/Mentor: Select Clear

Copy Goals from Plan: Systems engineering Select Clear

Click **Add**.

Add Reset

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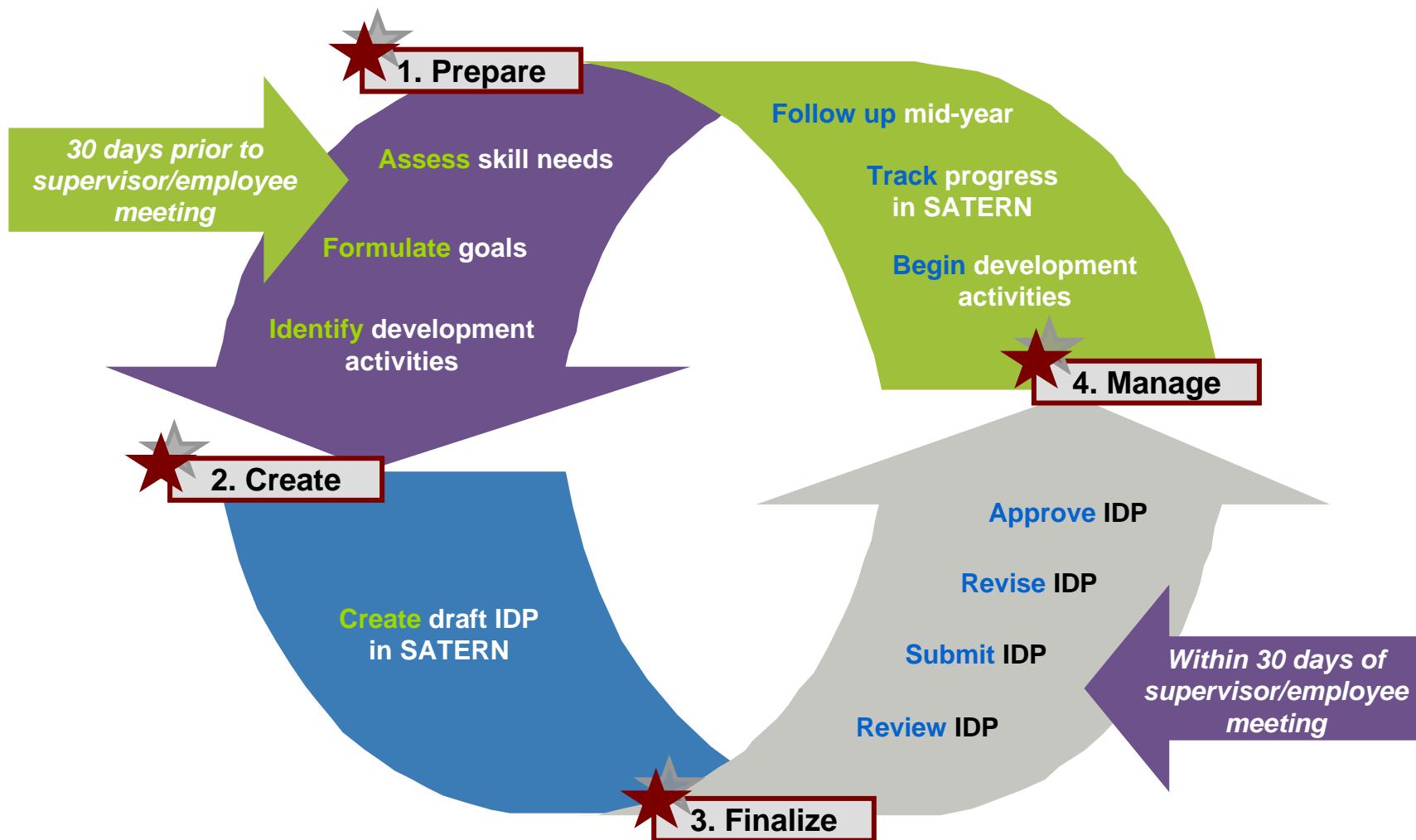
Manage



IDP Overview for Learners

Summary

IDP Process Phases





Summary

- The Individual Development Planning functionality in NASA's SATERN learning management system provides a real-time tool to help you manage your development goals and activities.
- As priorities and needs change, you should revisit your IDP; if you do not accomplish everything, it may indicate a change in priorities.
- Communication between you and your supervisor is a beneficial aspect of creating an IDP.
- The IDP tool in SATERN is available 24/7 and is accessible via the Web.
- Support for the IDP in SATERN is available via the SATERN Help Desk and through your Center Training Office.
- Job aids and FAQs can be accessed at <https://saterninfo.nasa.gov>.